

# Payment Plan Guide

**Students** choose the Bill + Payment for Students link below (go to page 2 on guide).

**Authorized Users** choose the Bill + Payment for Authorized Users link below (go to page 3 on guide).

The screenshot shows the Student Accounts Office website. The top navigation bar includes links for HOME, APPROVED TUITION & FEES, PAYMENTS, CALENDAR, FORMS, POLICIES, FAQ, and CONTACT. The main content area features a sidebar with links to Finance Offices, Third Party Billing Office, Cashiers Office, Account & Loan Management, Bill + Payment PDF Guides, Payment Instructions, Direct Deposit Guide, MSSC Portal Guide, and Payment Plan Guide. The main content area includes a mission statement, an attention notice for students regarding a system change on March 6, and a 'Pay Online' section. The 'Pay Online' section states that online payment is available through a secure portal at [Bill+Payment for Students] or [Bill+Payment for Authorized Users] and that the system is unavailable nightly from 10:30 pm to 12:00 am. Two arrows, one green and one yellow, point to the respective links in the 'Pay Online' section.

Student Accounts Office

HOME APPROVED TUITION & FEES PAYMENTS CALENDAR FORMS POLICIES FAQ CONTACT

Finance Offices

Third Party Billing Office

Cashiers Office

Account & Loan Management

Bill + Payment PDF Guides

Payment Instructions

Direct Deposit Guide

MSSC Portal Guide

Payment Plan Guide

The mission of the Student Accounts Office is to provide excellent service for our students, staff, and faculty, while maintaining internal controls that ensure financial transactions are accurately processed and proper records are maintained.

**ATTENTION STUDENTS** — On Wednesday, March 6, the Secure Payment Portal at TouchNet will be changing. It is moving to Single Sign On (SSO) to enhance security. The change will require you to enter your NetID and Password into the regular SSO login screen before accessing TouchNet. Please expect downtime on March 6 as we transition to this new system. If you have any saved bookmarks please be aware they will need to be updated as well.

**Pay Online**

Online payment is available through a secure portal at [Bill+Payment for Students] or [Bill+Payment for Authorized Users]

The system is unavailable nightly from 10:30 pm - 12:00 am

Having trouble logging in? Try FAQ for help.

# Payment Plan Guide: Student Log In



NetID

Password

☐ Don't Remember Login

Login

[› Forgot your password?](#)

[› Need Help?](#)

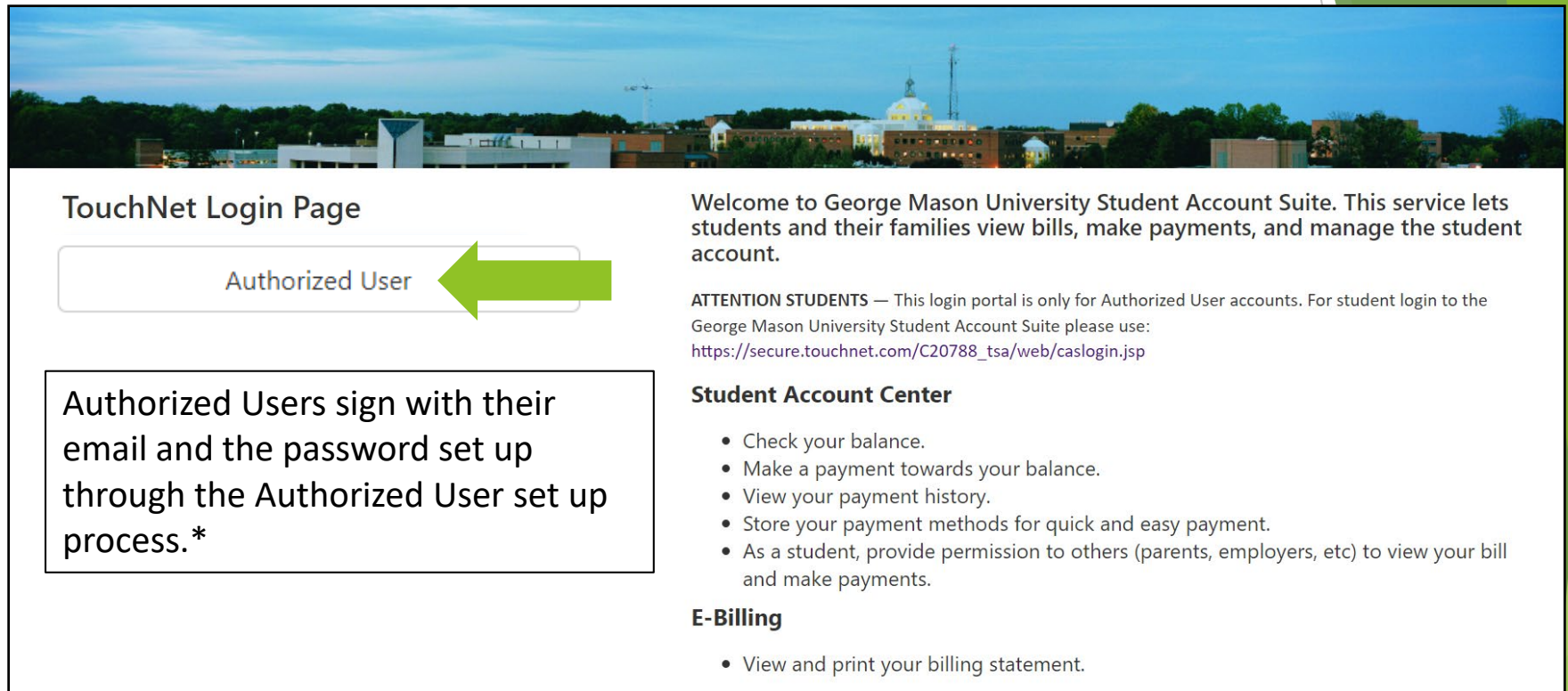
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Information Technology Services  
703-993-8870  
support@gmu.edu

Mason Students Only:

Log into the TouchNet Bill and Payment System with your **NetID** and Password. Using regular Single Sign on.

# Payment Plan Guide: Authorized User Log In



**TouchNet Login Page**

Authorized User

Welcome to George Mason University Student Account Suite. This service lets students and their families view bills, make payments, and manage the student account.

**ATTENTION STUDENTS** — This login portal is only for Authorized User accounts. For student login to the George Mason University Student Account Suite please use:  
[https://secure.touchnet.com/C20788\\_tsa/web/caslogin.jsp](https://secure.touchnet.com/C20788_tsa/web/caslogin.jsp)

**Student Account Center**

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

**E-Billing**

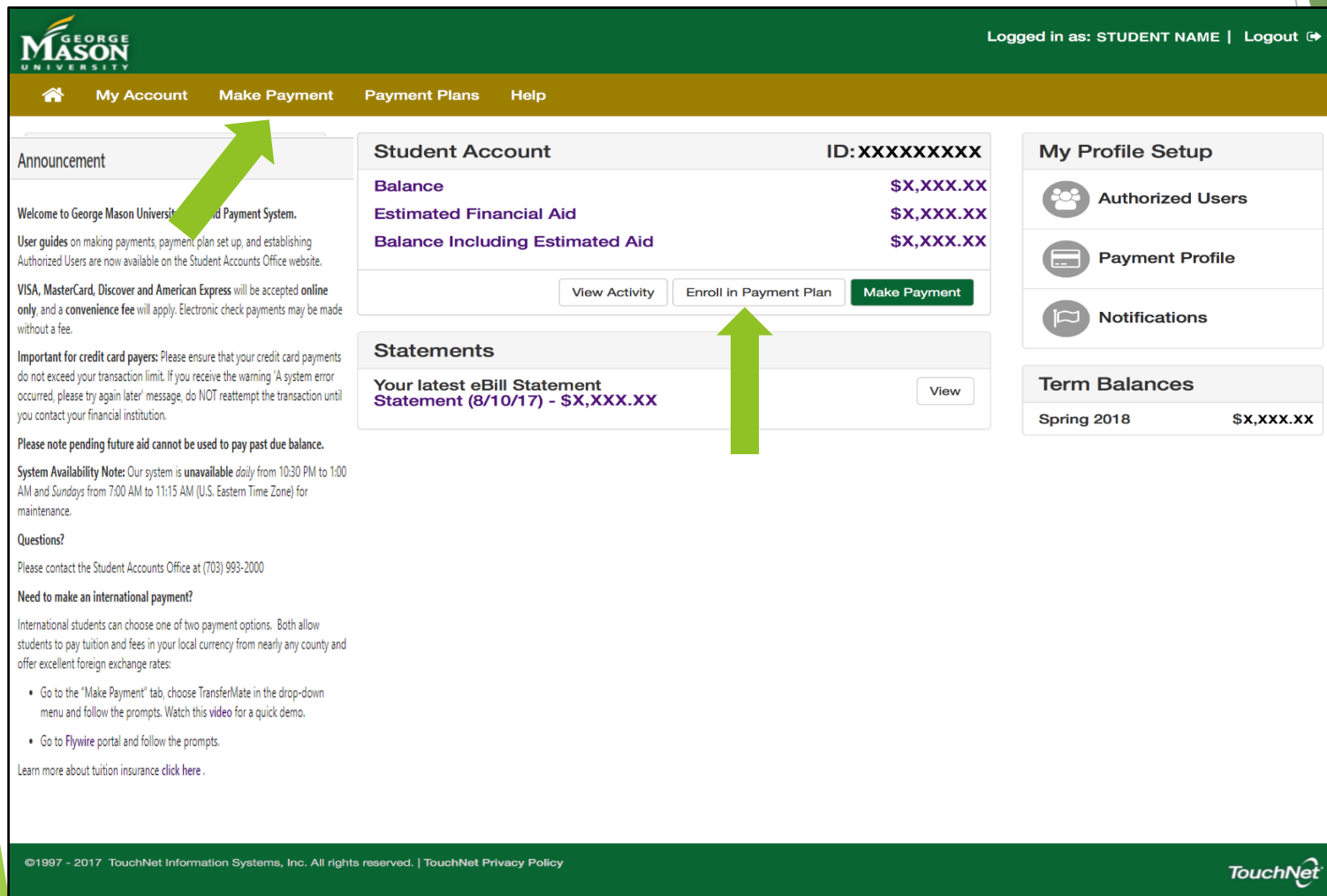
- View and print your billing statement.

Authorized Users sign with their email and the password set up through the Authorized User set up process.\*

\*To create an Authorized User, refer to the Authorized User Set Up instructions on the Student Accounts website

<https://studentaccounts.gmu.edu/wp-content/uploads/AuthorizedUserSetup.pdf>

On the Home Page, you may click on “Payment Plans” at the top of the screen or “Enroll in Payment Plan” in the middle of the page.



**GEORGE MASON UNIVERSITY**

Logged in as: STUDENT NAME | Logout

My Account Make Payment **Payment Plans** Help

**Announcement**

Welcome to George Mason University Student Accounts and Payment System.

User guides on making payments, payment plan set up, and establishing Authorized Users are now available on the Student Accounts Office website.

VISA, MasterCard, Discover and American Express will be accepted online only, and a convenience fee will apply. Electronic check payments may be made without a fee.

**Important for credit card payers:** Please ensure that your credit card payments do not exceed your transaction limit. If you receive the warning 'A system error occurred, please try again later' message, do NOT reattempt the transaction until you contact your financial institution.

Please note pending future aid cannot be used to pay past due balance.

**System Availability Note:** Our system is **unavailable** daily from 10:30 PM to 1:00 AM and Sundays from 7:00 AM to 11:15 AM (U.S. Eastern Time Zone) for maintenance.

**Questions?**

Please contact the Student Accounts Office at (703) 993-2000

**Need to make an international payment?**

International students can choose one of two payment options. Both allow students to pay tuition and fees in your local currency from nearly any country and offer excellent foreign exchange rates:

- Go to the "Make Payment" tab, choose TransferMate in the drop-down menu and follow the prompts. Watch this [video](#) for a quick demo.
- Go to Flywire portal and follow the prompts.

Learn more about tuition insurance [click here](#).

**Student Account** ID: xxxxxxxxxx

Balance \$X,XXX.XX

Estimated Financial Aid \$X,XXX.XX

Balance Including Estimated Aid \$X,XXX.XX

View Activity Enroll in Payment Plan Make Payment

**Statements**

Your latest eBill Statement Statement (8/10/17) - \$X,XXX.XX View

**My Profile Setup**

Authorized Users

Payment Profile

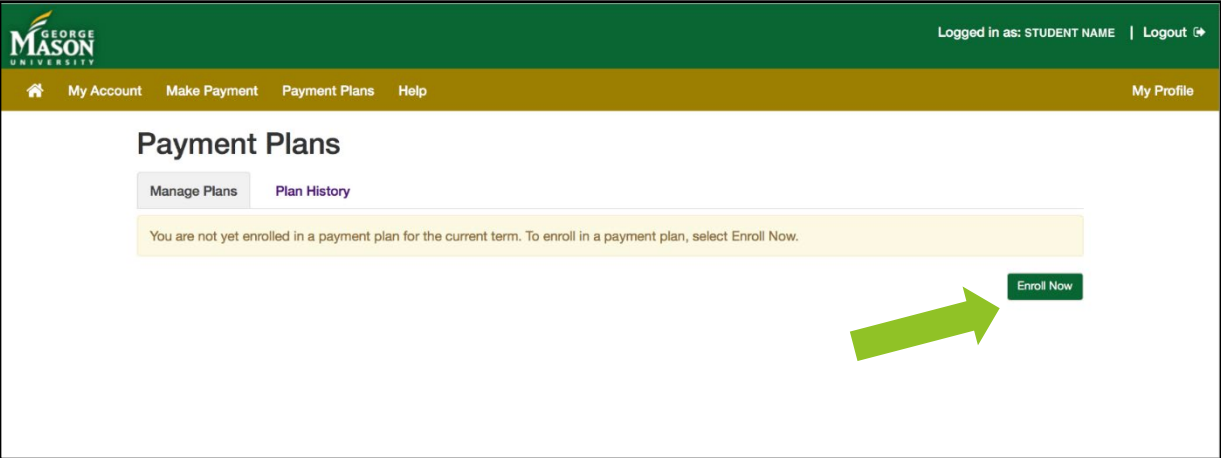
Notifications

**Term Balances**

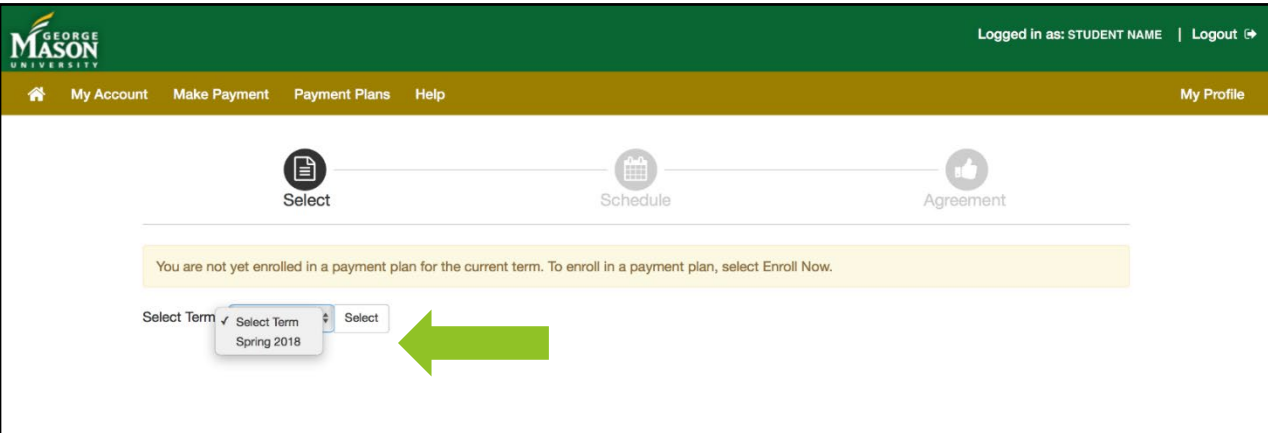
Spring 2018 \$X,XXX.XX

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TouchNet



This screen allows you to either manage your current payment plan, or to view your plan history (this shows plans that you have had in the past as well the current plan if you are in one).



This screen is where you select the term to enroll. After selecting the term in the drop down, click “Select”.

If there are no terms available, then there are no payment plans open for enrollment. Please review plan enrollment deadlines on the Student Accounts Website.  
<https://studentaccounts.gmu.edu/payment-plans/>



Select



Schedule



Agreement

You are not yet enrolled in a payment plan for the current term. To enroll in a payment plan, select Enroll Now.

Select Term Spring 2018 Select

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
4 Pay Plan	\$25.00	\$0.00	4	\$0.00	<a href="#">Details</a> <a href="#">Select</a>
3 Pay Plan	\$25.00	\$0.00	3	\$0.00	<a href="#">Details</a> <a href="#">Select</a>
2 Pay Plan	\$25.00	\$0.00	2	\$0.00	<a href="#">Details</a> <a href="#">Select</a>

#### 4 Pay Plan

This is for Spring 2018. This option allows you to split your balance into 4 payments after all future credits are applied. You must have a minimum balance of \$500.00 in eligible charges in order to enroll in the plan. \$25 nonrefundable contract fee is due as down payment at the time of plan enrollment.

Term(s): Spring 2018

Enrollment deadline: 12/14/17

Scheduled payments: Optional

Setup fee: \$25.00

Eligible charges and credits: \$XXXX.XX

Required down payment: None

Due at enrollment: \$25.00

Number of payments: 4

Installment payments: \$XXXX.XX

Payment frequency: Fixed Dates

Cancel Select

After selecting the term, you can then choose the payment plan you want from the installment offerings for the term. For example: the 2 Pay Plan option is for 2 installments of 50% each plus the plan contract fee (refer to the plan for the cost of the contract fee as this may change).

If you wish, you may click “**Details**” and it will show a break down of the plan before you select it. This can be used to compare the different plans available.

Once done, click “Select”.

GEORGE MASON UNIVERSITY

Logged in as: Student Name | Logout

My Account Make Payment Payment Plans Help My Profile

Select Schedule Agreement

### 4 Pay Plan

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Financial Aid		XXXX.XX
Tuition	XXXX.XX	
Course Fee(s)	XXXX.XX	
		<b>Balance: XXXX.XX</b>

Payment Schedule			
Description	Due Date	Amount paid:(\$)	Amount Due:(\$)
Setup fee	Due now	0.00	25.00
Installment 1	12/15/17	0.00	XXXX.XX
Installment 2	1/15/18	0.00	XXXX.XX
Installment 3	2/15/18	0.00	XXXX.XX
Installment 4	3/15/18	0.00	XXXX.XX
<b>Total Amount Paid:</b>		<b>0.00</b>	
<b>Total of installments:</b>		<b>XXXX.XX</b>	
		<b>Total due now:</b>	<b>25.00</b>

This screen will show the full details of the payment plan including:

- Installment dates
- Amount due for each installment
- Amount due at the time of plan enrollment (includes the contract fee\* and any down payments).

\*The cost of the plan contract fee may change each academic year, please refer to the plan details. This is a **one** time fee for enrollment into the plan **each semester**.

Move forward in the process to get to the payment selection screen.



This is the payment selection screen. For help on making a payment:  
<https://studentaccounts.gmu.edu/wp-content/uploads/PaymentInstructions.pdf>

GEORGE MASON UNIVERSITY

Logged in as: Student Name | Logout

My Account Make Payment Payment Plans Help My Profile

## Payment Plan Enrollment

Select Schedule Payment Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method: New Electronic Check (checking)

Back Cancel Continue

\*Credit card payments are handled through PayPath®, a tuition payment service.

Electronic Check - Payments can be made from a personal checking account.

Secured by touchnet

At this screen, choose the payment method which will be **automatically** charged on each installment due date.

Your options for a payment plan\* are:

- Electronic Check (checking or savings account)
- Credit/Debit Card via PayPath\*\*
- Any payment method saved to your payment profile.

\*International payment methods such as TransferMate and Flywire **cannot** be used in the payment plan at this time.

\*\*If you select PayPath as your payment option, it will bring you to the PayPath website to put in your card information. A vendor **convenience fee** for card payments will be charged with **each** installment.



GEORGE MASON UNIVERSITY

Logged in as: Student Name | Logout

My Account Make Payment Payment Plans Help My Profile

## Payment Plan Enrollment

Select Schedule Payment Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method: New Electronic Check (checking)

\*Credit card payments are handled through PayPath®, a tuition payment service.

### Account Information

\*Indicates required fields

You can use any personal checking account.  
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.  
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Save payment method as: (example My Checking)

\*Name on account:

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

Back Cancel Continue

Electronic Check - Payments can be made from a personal checking account.

powered by touchnet

This screen shows what information you need to include when making an electronic

The routing and account number are required for electronic check.

If your bank has 2 routing numbers (one for wires and one for ACH), use the ACH routing number.

Make sure you do not enter your debit card number as the account number.

The name assigned in “Save payment method as” will be used as a nickname for scheduled payment and saved in your payment profile.

**Payment Plan Agreement**

- You must scroll through the full agreement and select "I agree" to continue.
- By agreeing and continuing, you will also be submitting a payment today of \$25.00 as a part of your enrollment.

Please read the following agreement carefully before you continue.

<b>Finance Charge</b>	The dollar amount the credit will cost you, including all fees.	\$25.00
<b>Amount Financed</b>	The amount of credit provided to you or on your behalf.	\$XXXX.XX
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.	\$XXXX.XX

You have the right to receive at this time an Itemization of the Amount Financed. Select View Worksheet below for a printable version of this Itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, **Student Name** hereby agree to pay the balance deferred as stated in this agreement in 4 installment payments on or before the due dates specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$25.00. I also understand that failure to meet the terms of this agreement may entitle **George Mason University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of \$XXX.XX due on 12/15/17.  
Installment 2 in the amount of \$XXX.XX due on 1/15/18.  
Installment 3 in the amount of \$XXX.XX due on 2/15/18.  
Installment 4 in the amount of \$XXX.XX due on 3/15/18.

This agreement is dated Friday, December 1, 2017.

For fraud detection purposes, your internet address has been logged:  
129.174.182.16 at 12/1/17 12:40:35 PM CST

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest.

To revoke this authorization agreement you must contact [saccount@gmu.edu](mailto:saccount@gmu.edu).  
Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

☐ I agree to the terms and conditions.

[Print Worksheet](#) | [Print Agreement](#) | [Back](#) | [Cancel](#) | [Continue](#)

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This screen shows the payment plan agreement. In order to complete plan enrollment, you must agree to the terms.

Please read carefully, and any questions you have can be sent to [saccount@gmu.edu](mailto:saccount@gmu.edu).

Once you are done reading, check the “I agree to the terms and conditions” box and then click “Continue”.

Note:  
You may also print off the agreement [here](#).

This screen shows the progress of your payment plan.

If you would like to pay an installment early, click “**Pay Next Installment**”, otherwise let the plan **automatically charge** your enrolled payment account on the due date.

If you want to pay your whole plan at once or the remaining balance, click “**Pay off Plan**”.

You can also view the agreement that was made prior, just click “**View Agreement**”, you can also print that screen here if you did not do so earlier.

GEORGE MASON UNIVERSITY

Logged in as: Student Name | Logout

My Account Make Payment Payment Plans Help My Profile

### Payment Plans

Manage Plans Plan History

You are currently enrolled in a payment plan for the current term. There are other payment plans available. To enroll in a different payment plan or in a payment plan for another term, select Enroll Now.

Enroll Now

#### 4 Pay Plan

Plan name	4 Pay Plan	Setup fee	\$25.00
Enrolled by	Name	Payoff amount	\$XXXX.XX
Enrollment date	12/21/17		
Term	Spring 2018		

View Agreement Pay off Plan

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
4 Pay Plan -- Installment 1 of 4	12/15/17	Paid		12/21/17		\$0.00	
4 Pay Plan -- Installment 2 of 4	1/15/18	Unpaid				\$XXXX.XX	
4 Pay Plan -- Installment 3 of 4	2/15/18	Unpaid				\$XXXX.XX	
4 Pay Plan -- Installment 4 of 4	3/15/18	Unpaid				\$XXXX.XX	

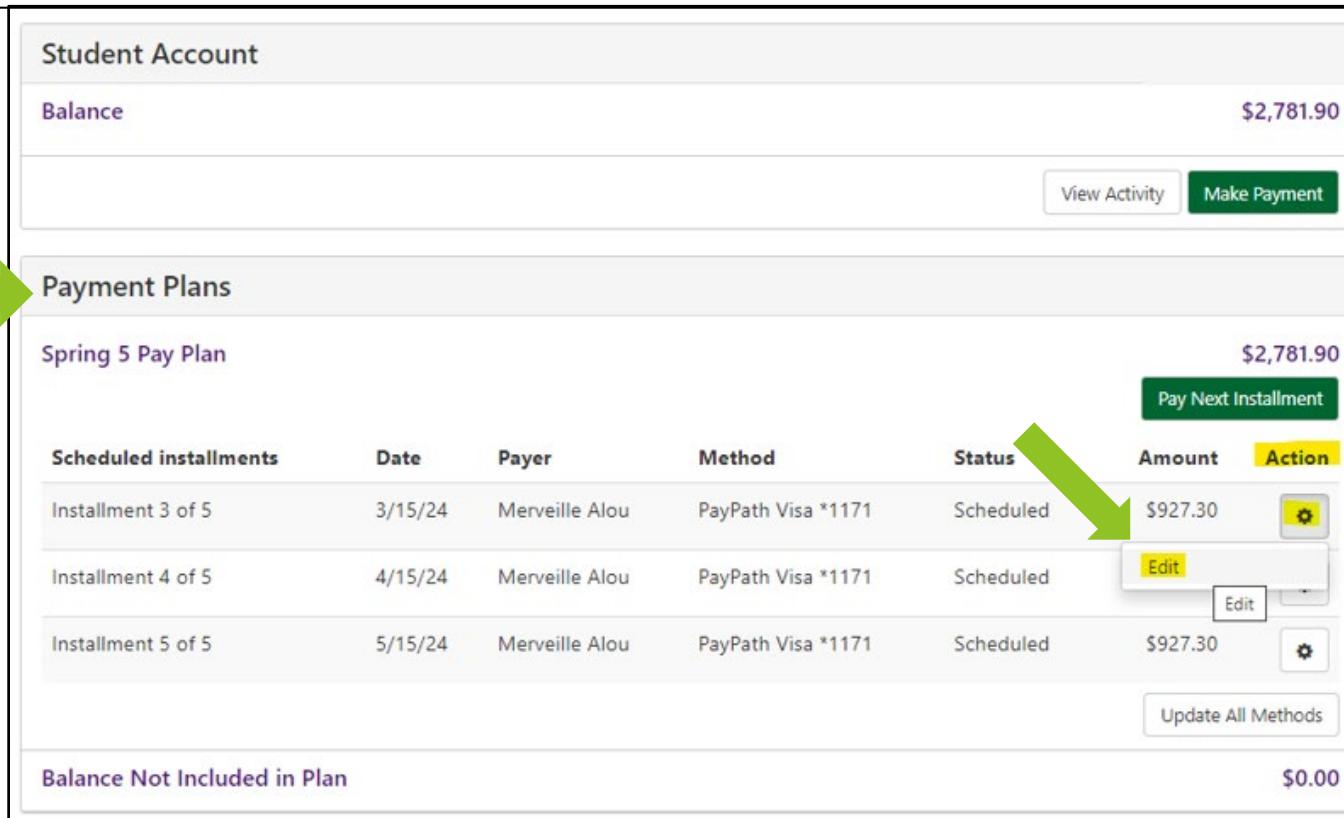
Pay Next Installment

# Updating a Single Payment Method on an Active Payment Plan

(jump to pages 13-14 to update all future installments)

If you have created a payment plan but need to change the payment method for a single installment, navigate to your payment plan and select the cogwheel icon under Action for the installment you wish to pay from an alternative source. The option to Edit will appear. Follow the instructions to change the payment method.

\*Only the person who created the plan is able to modify the payment method.



**Student Account**

Balance \$2,781.90



[View Activity](#) [Make Payment](#)

---

**Payment Plans**

Spring 5 Pay Plan \$2,781.90

[Pay Next Installment](#)

Scheduled installments	Date	Payer	Method	Status	Amount	Action
Installment 3 of 5	3/15/24	Merveille Alou	PayPath Visa *1171	Scheduled	\$927.30	
Installment 4 of 5	4/15/24	Merveille Alou	PayPath Visa *1171	Scheduled		<a href="#">Edit</a>
Installment 5 of 5	5/15/24	Merveille Alou	PayPath Visa *1171	Scheduled	\$927.30	

[Update All Methods](#)

Balance Not Included in Plan \$0.00


# Updating a Payment Method on an Active Payment Plan

If you have created a payment plan but need to change the payment method for all future installments, navigate to your payment plan and select “Update All Methods”. \*Only the person who created the plan is able to modify the payment method.

**Student Account**




**Balance** \$2,781.90


[View Activity](#) [Make Payment](#)

**Payment Plans** 

**Spring 5 Pay Plan** \$2,781.90

[Pay Next Installment](#)

Scheduled installments	Date	Payer	Method	Status	Amount	Action
Installment 3 of 5	3/15/24	Merveille Alou	PayPath Visa *1171	Scheduled	\$927.30	
Installment 4 of 5	4/15/24	Merveille Alou	PayPath Visa *1171	Scheduled	\$927.30	
Installment 5 of 5	5/15/24	Merveille Alou	PayPath Visa *1171	Scheduled	\$927.30	

 [Update All Methods](#)

**Balance Not Included in Plan** \$0.00

## Updating a Payment Method on an Active Payment Plan

A new screen will appear which will allow you to choose a new payment method. If you have other saved payment methods, these will also be displayed. If you do not see an option for what you would like, for example switching to a bank account. Save your new payment method to your payment profile, then come back to these steps to view the desired account. Follow the steps to complete the process of changing your remaining installments to your new payment method.

Update Payment Method

×

Adding or updating payment methods is not available in emulate student mode.

Description	Payment Date	Amount Due
Spring 5 Pay Plan -- Installment 3 of 5	3/15/24	\$927.30
Spring 5 Pay Plan -- Installment 4 of 5	4/15/24	\$927.30
Spring 5 Pay Plan -- Installment 5 of 5	5/15/24	\$927.30

Select Method

PayPath Visa \*1171

PayPath Visa \*1171

Update PayPath \*

←

Cancel